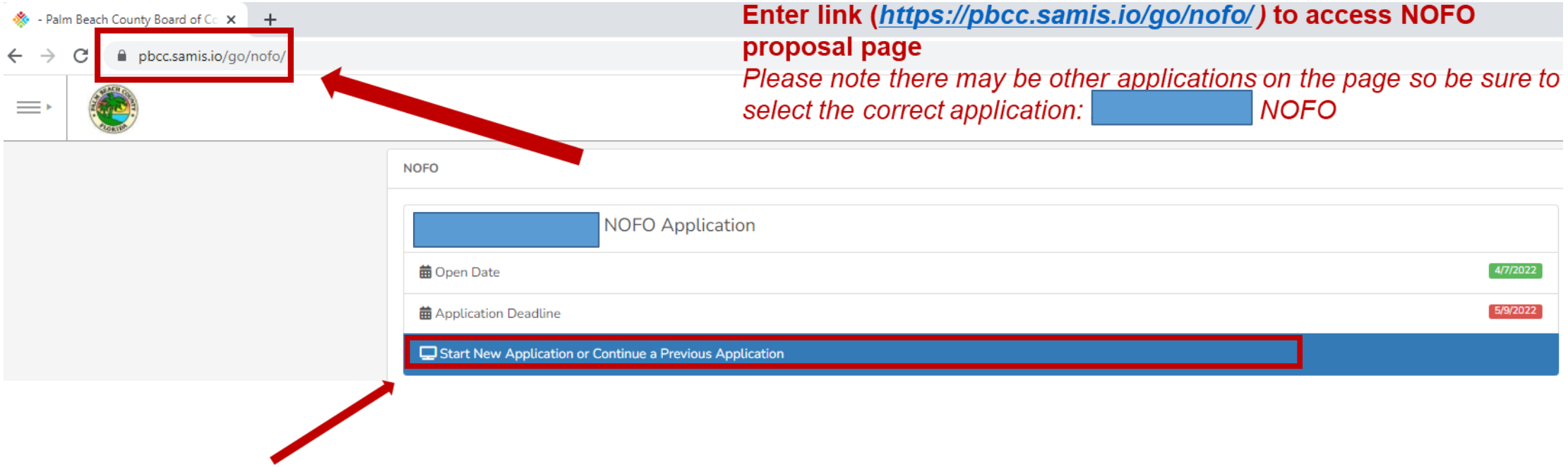
2023 CONTINUUM OF CARE (COC) PROGRAM COMPETITION LOCAL RENEWAL AND NEW PROJECTS APPLICATION(NOFO)

Technical Assistance Presentation

Palm Beach County COMMUNITY SERVICES
Helping People Build Better Communities

HHA
Palm Beach County

Completing the CoC Local Renewal and New Projects NOFO



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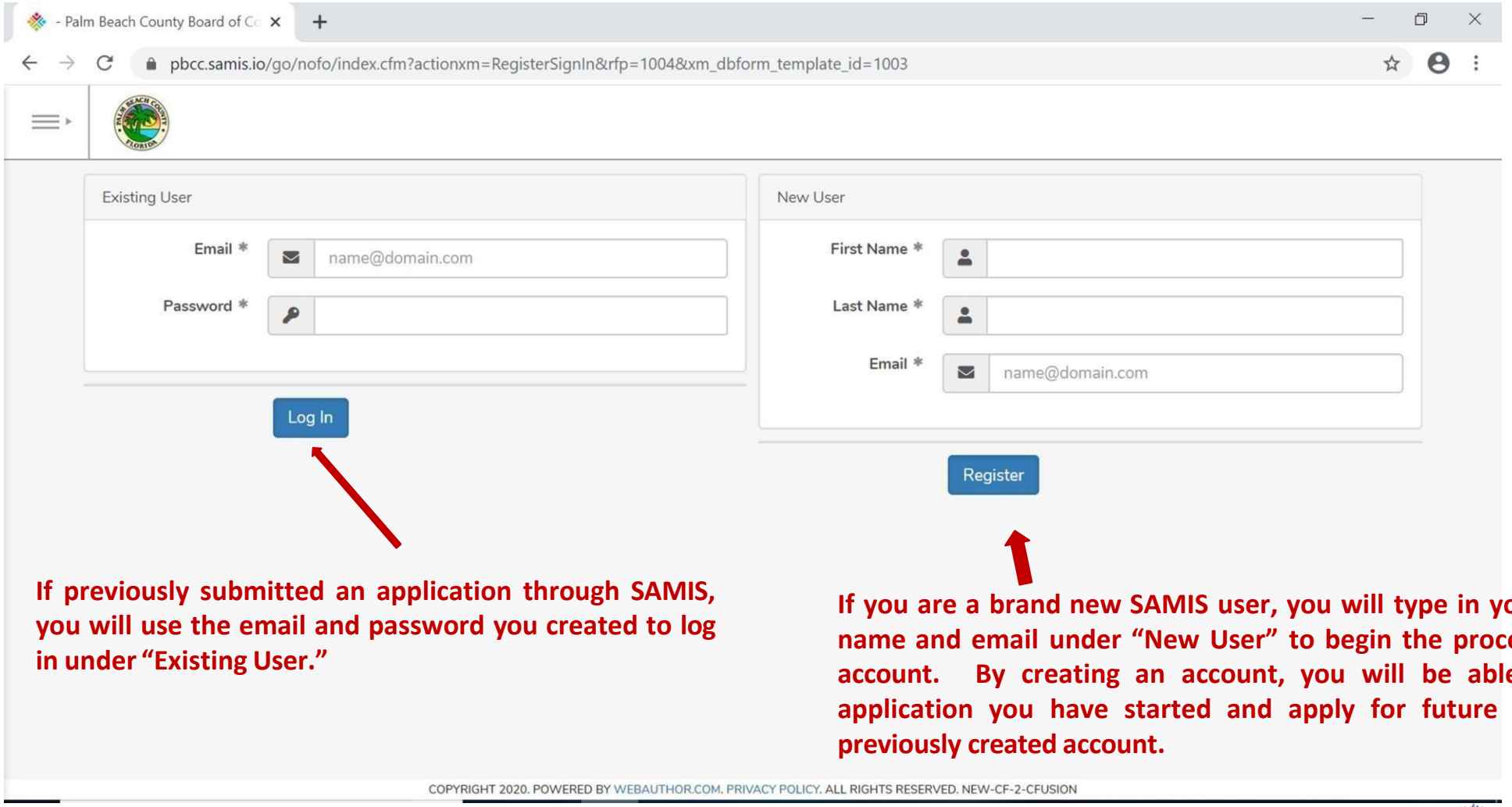

If previously submitted an application through SAMIS, you will use the email and password you created to log in under "Existing User."

If you are a brand new SAMIS user, you will type in your first name, last name and email under "New User" to begin the process for creating an account. By creating an account, you will be able to return to an application you have started and apply for future grants using your previously created account.

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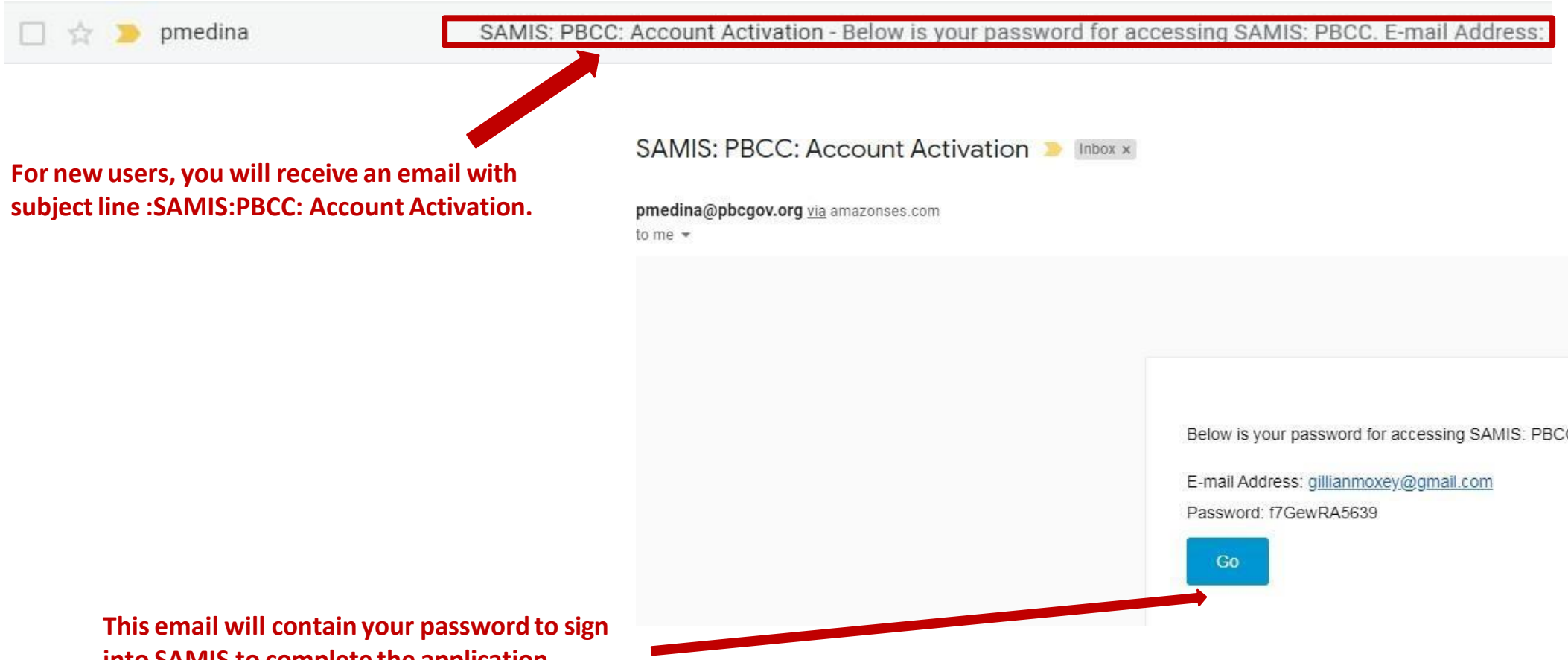

For new users, you will receive an email with subject line :SAMIS:PBCC: Account Activation.

This email will contain your password to sign into SAMIS to complete the application

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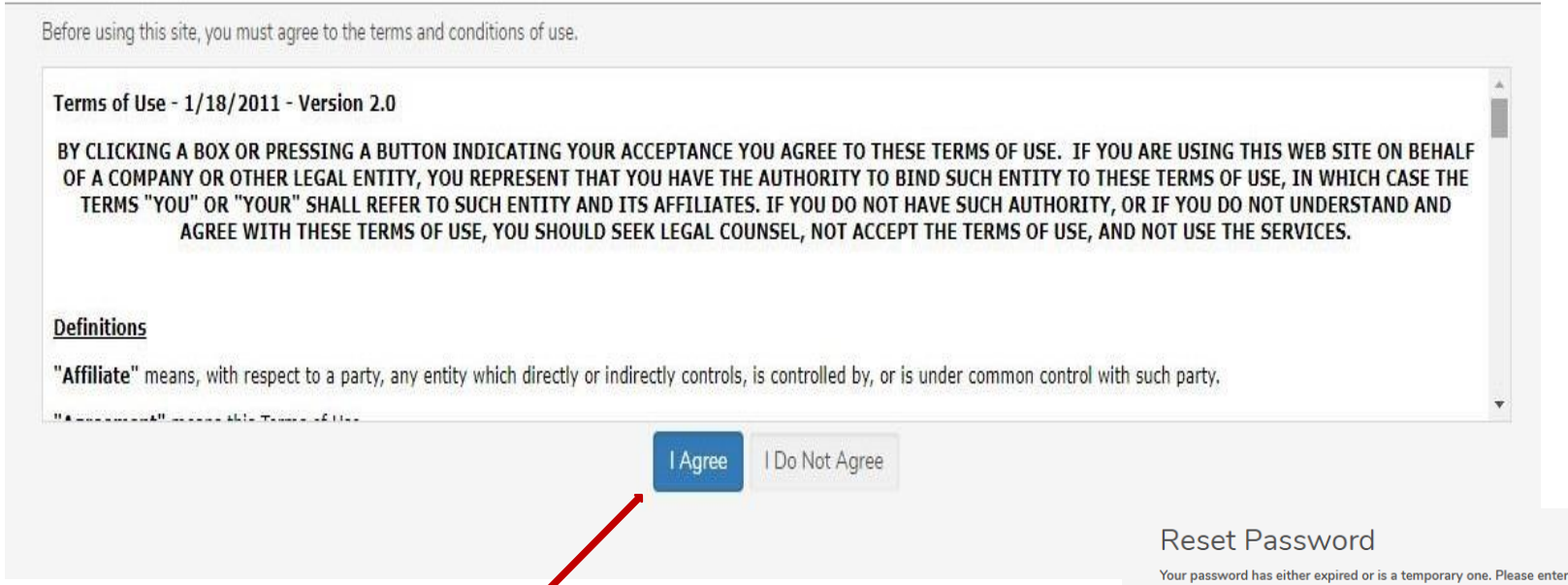
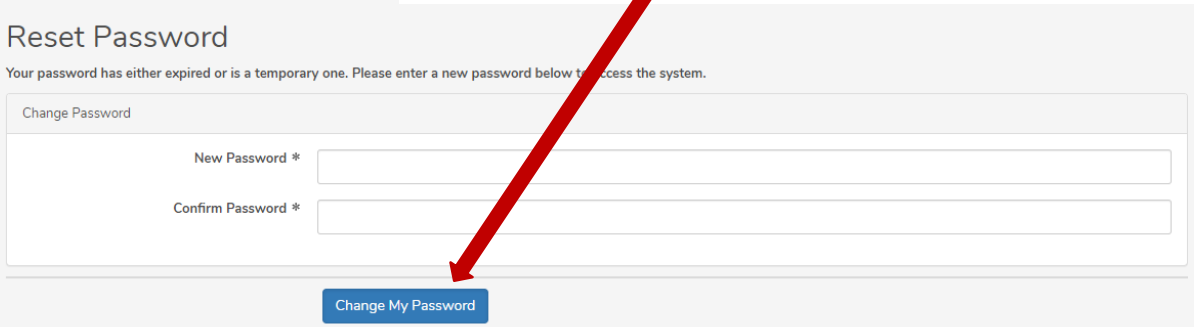


You will be asked to accept the terms of use for SAMIS…

…and, to change your password



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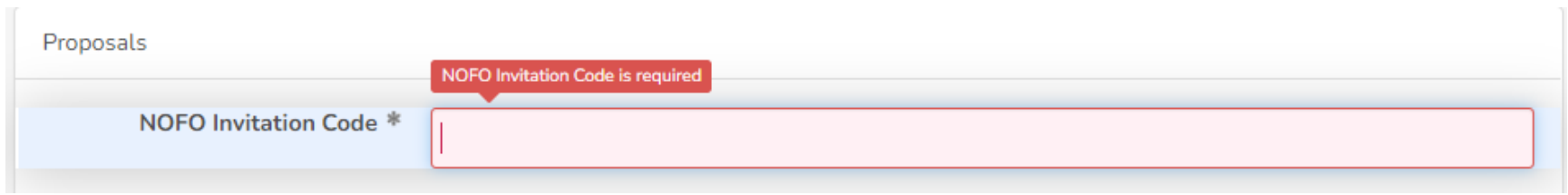
The application will appear. Enter the NOFO Invitation Code, located on the last slide of the SAMIS ACCESS Guide



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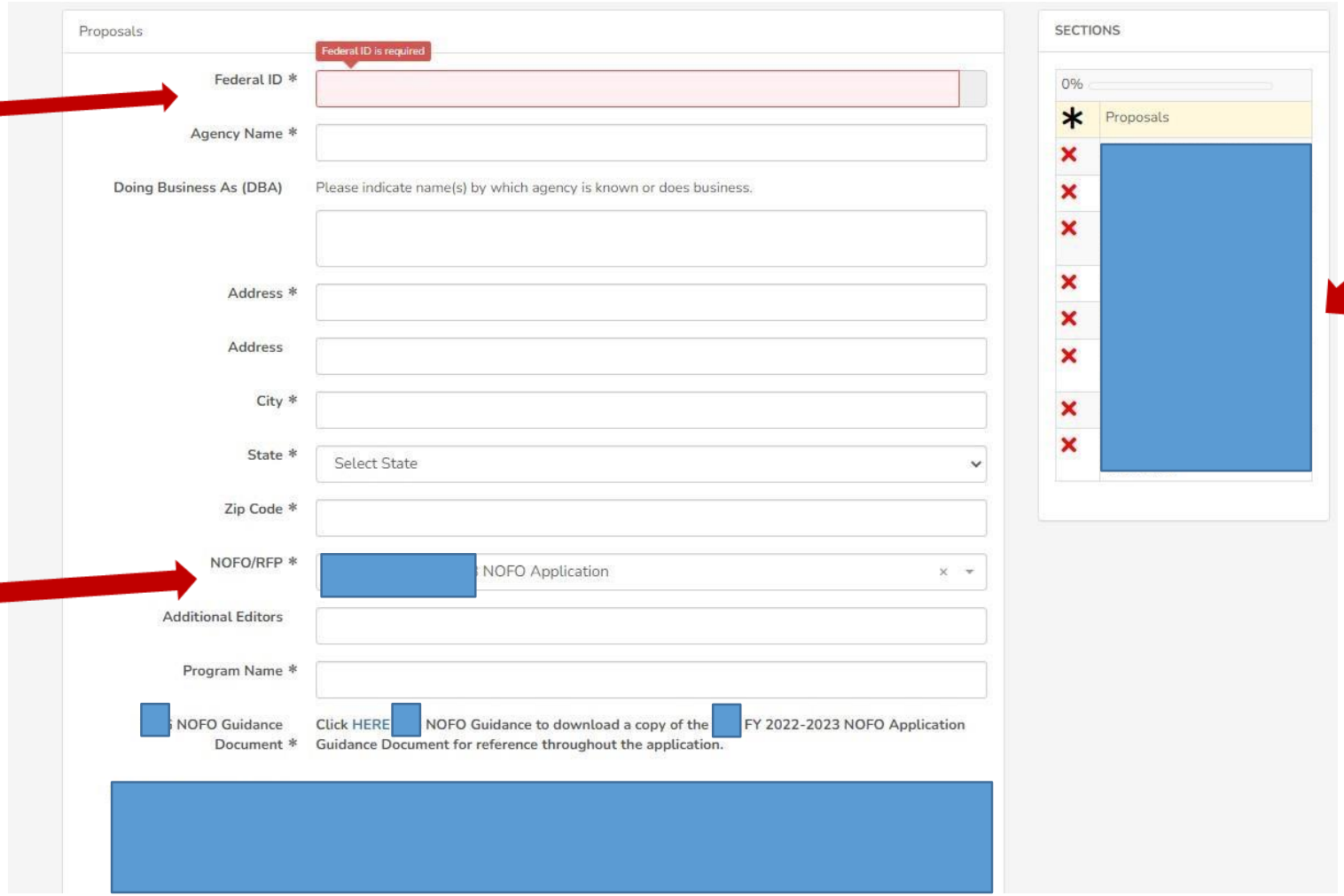
. A valid Federal ID will populate the applicant's agency name and address.

Check the NOFORFP to confirm you are in the correct application



Use this status panel to track your application's progress. A green "✓" (checkmark) means the section is completed. A red "X" means the section is not completed.

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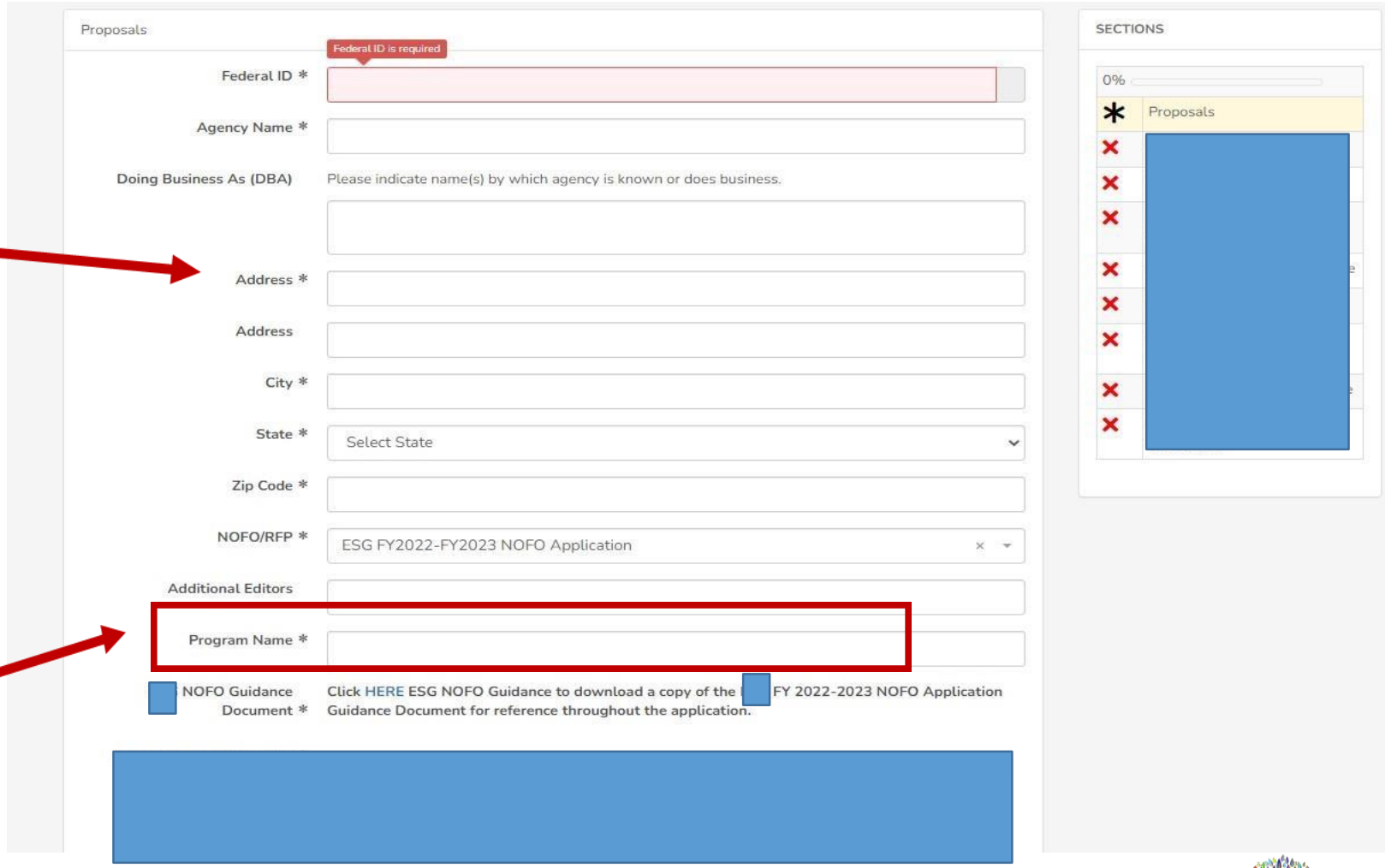
Throughout the application, an "*" (asterisk) next to an item indicates that the field is required.

To add another reviewer/editor to the application, go to the "Additional Editors" field in the first section of the application (first page)



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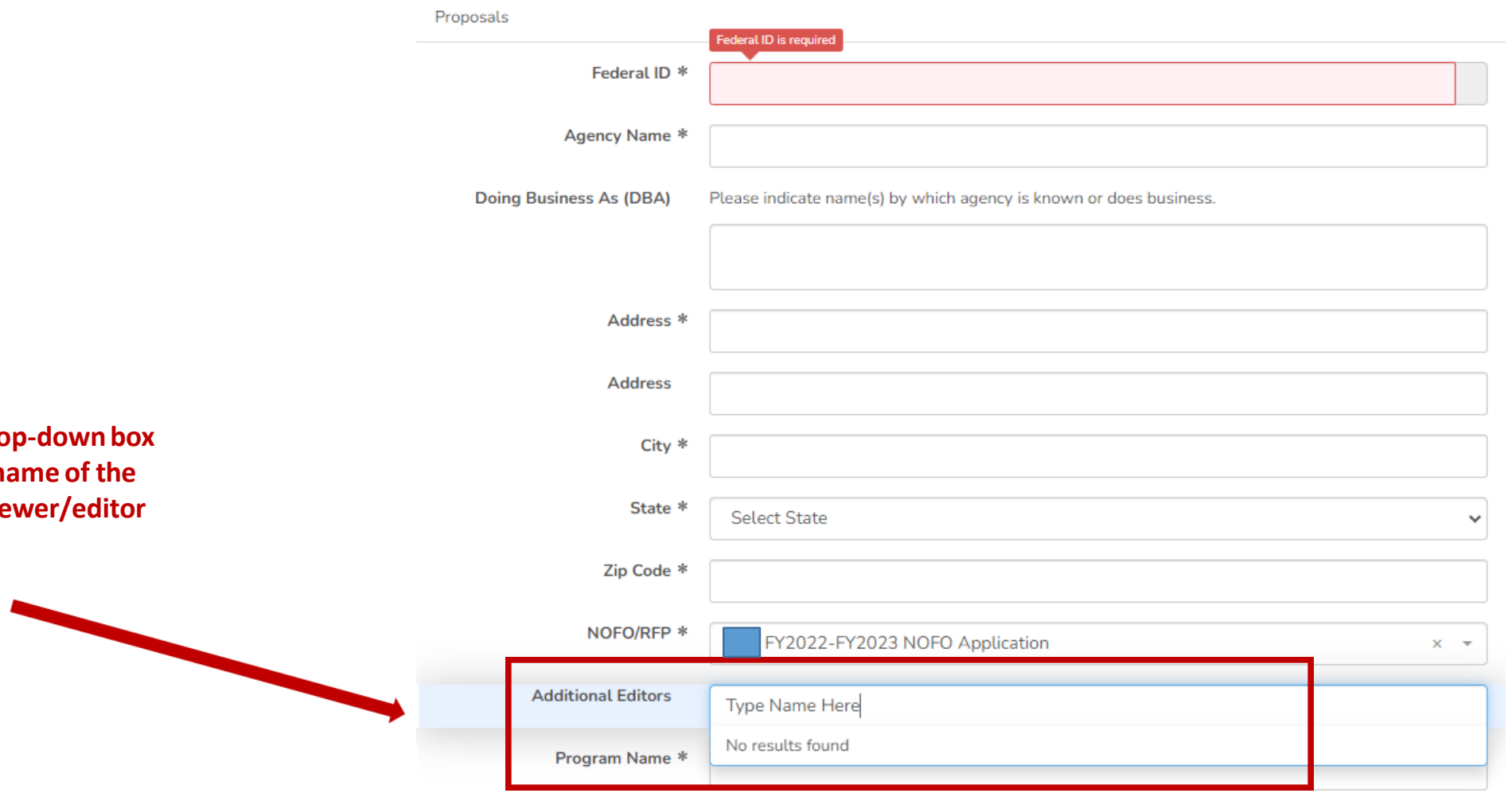
Click on the drop-down box to type in the name of the additional reviewer/editor



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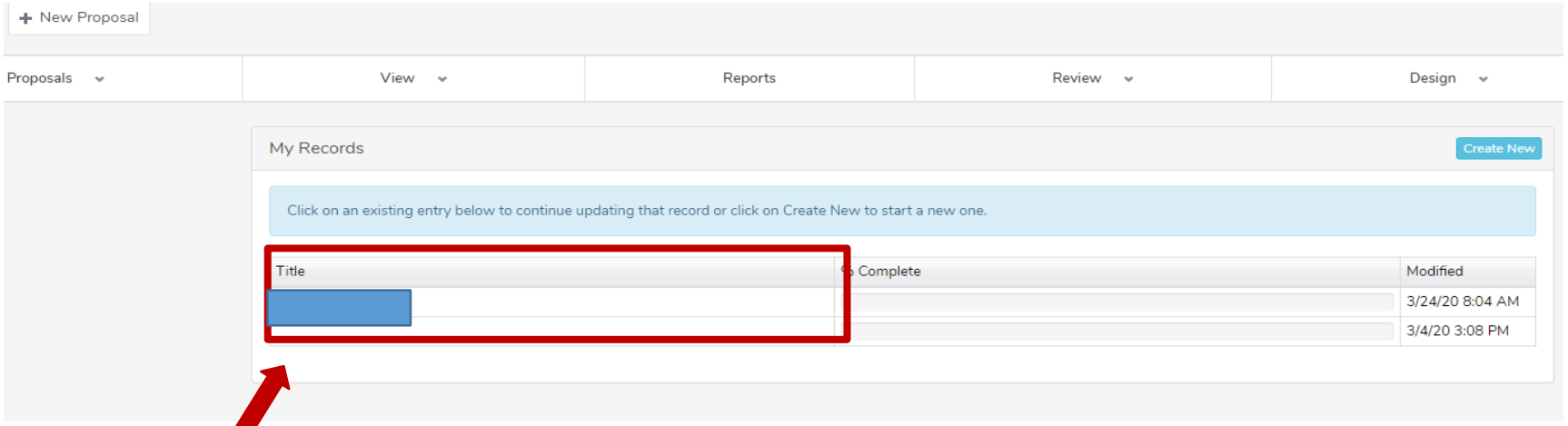

The application will then appear in the additional reviewer's list of applications

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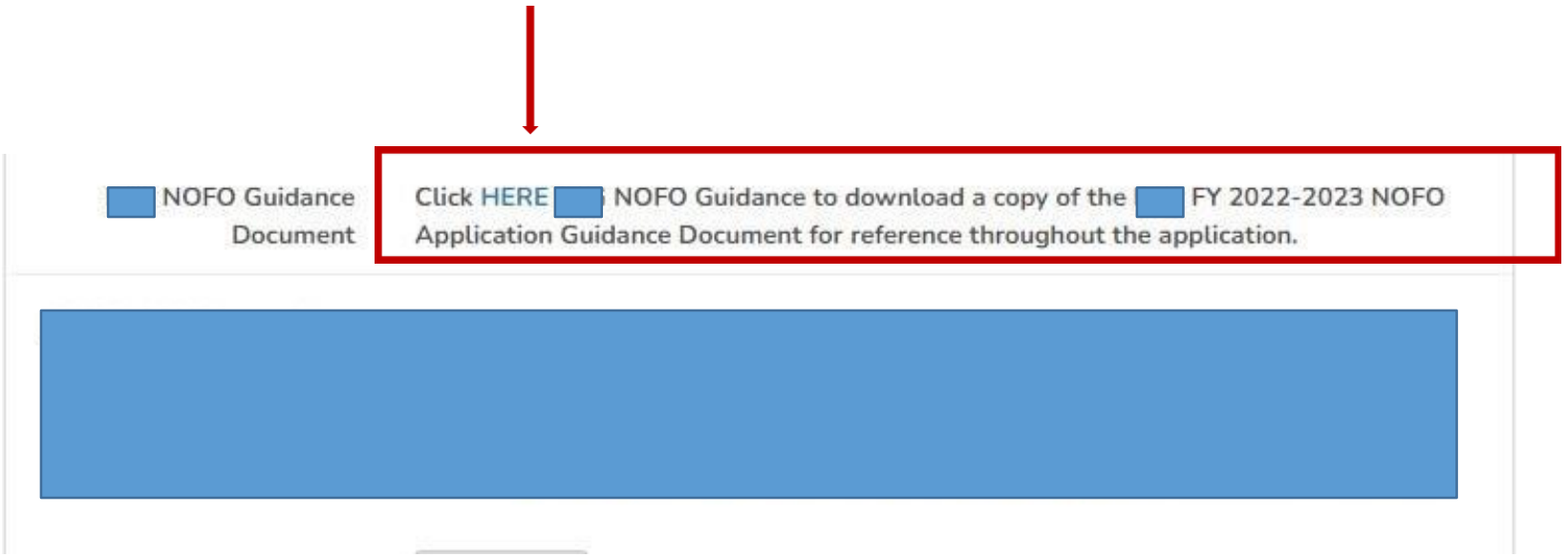
Download the FY 2022-2023 NOFO Guidance Document for details on the program and reference throughout the application.



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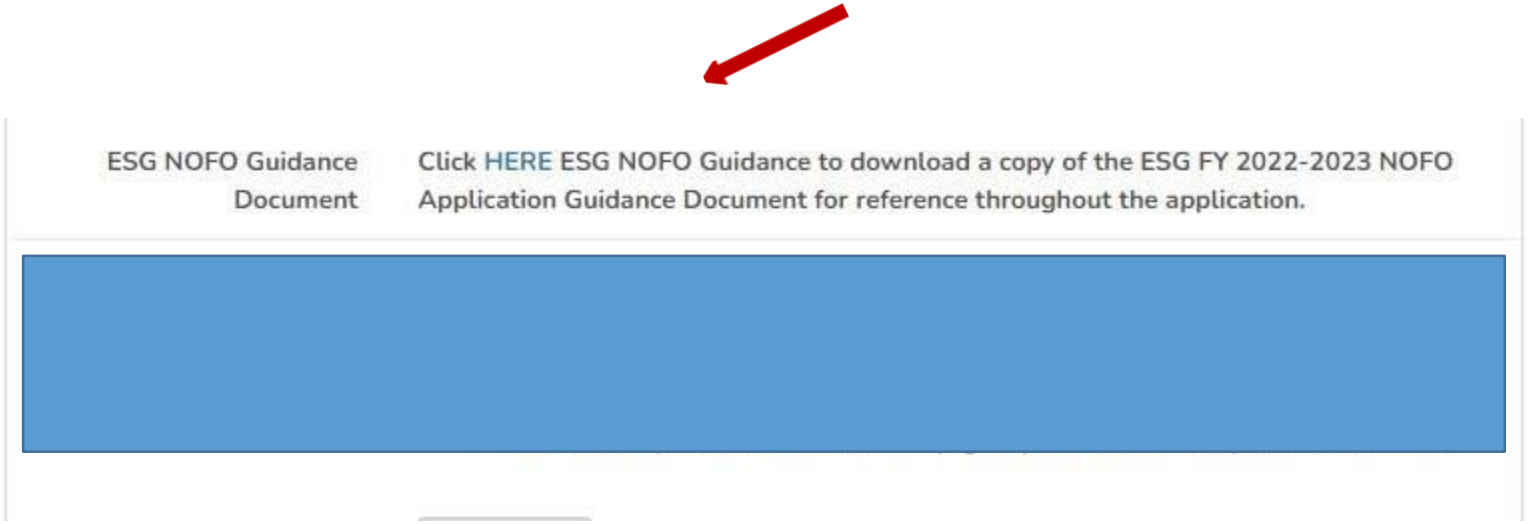
Throughout the application, there will be several documents that you will be required to download, complete and re-upload to the application.



Click on the link to preview and download the document.
Re-upload the document in the suggested document formats and with the naming convention indicated.

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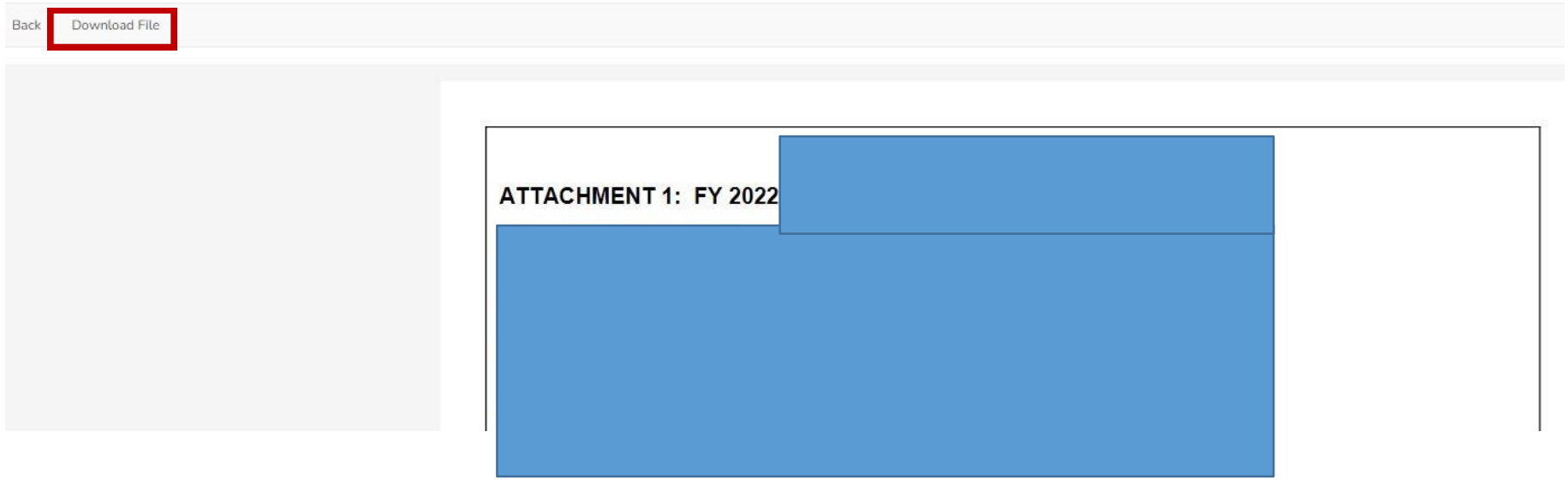
Click here to download the previewed document, then click back to return to the application



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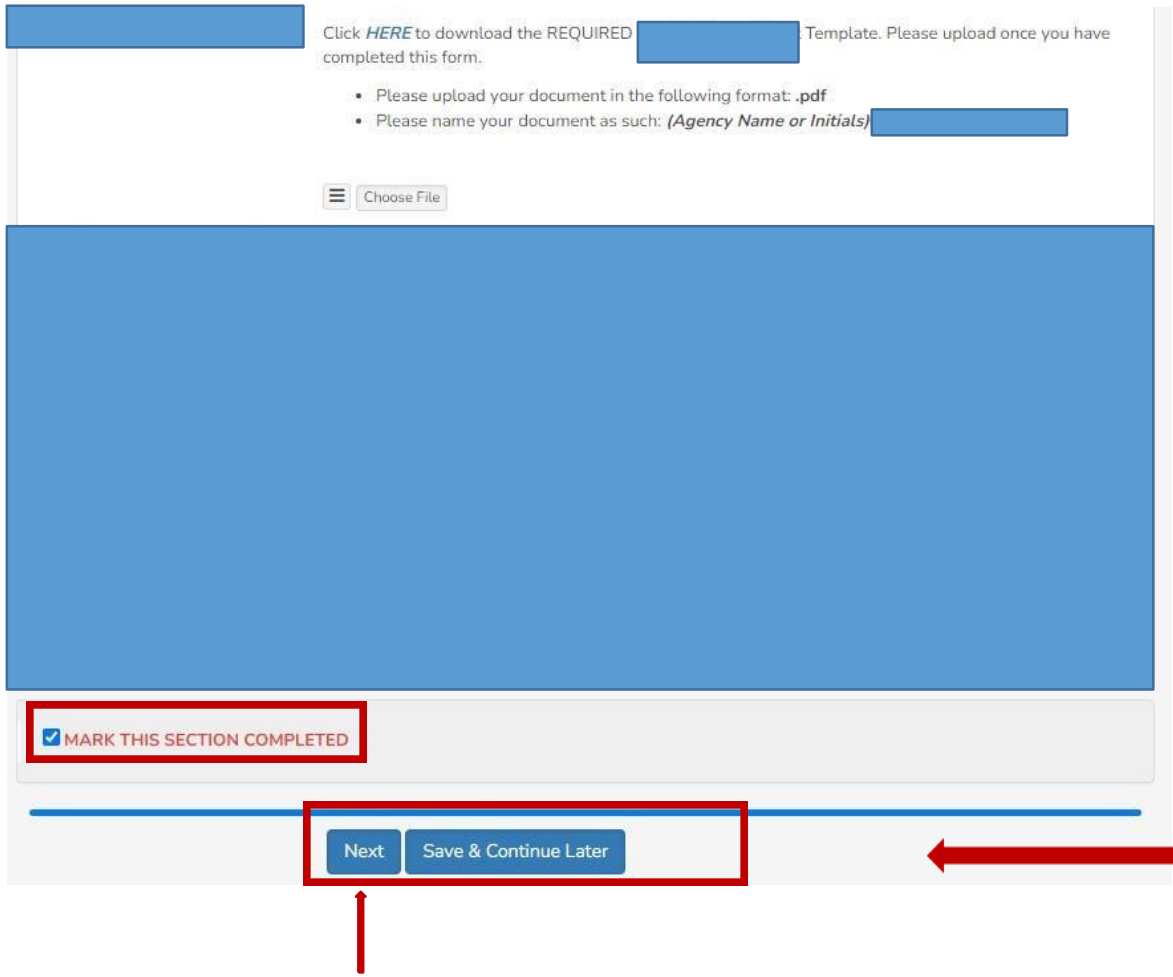
At the bottom of each section of the application, you will find this checkbox and accompanying text "Mark this Section Completed."

Check the box only after you have completed the section.

You can move between sections if this box is un-checked. The application will default to a checked box.

All boxes at the end of each section will need to be checked in order to submit the application



The "Save & Continue Later" button at the end of each section will take you to the application preview/ summary page. You will be able to save your application there and return to complete the application at a later time.

The "Next" button at the end of each section will take you to the next section of the application. The "Back" button will take you to the previous section.

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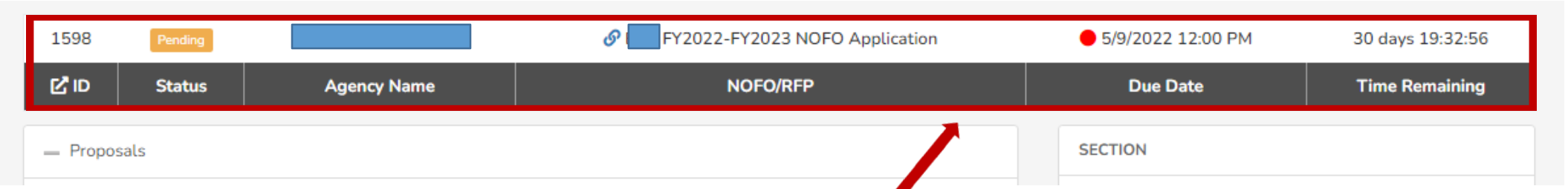

After you have completed the first section of the application, you will see this status bar at the top of each application section, which will include your agency name, the name of the proposal and a countdown to the application deadline date.

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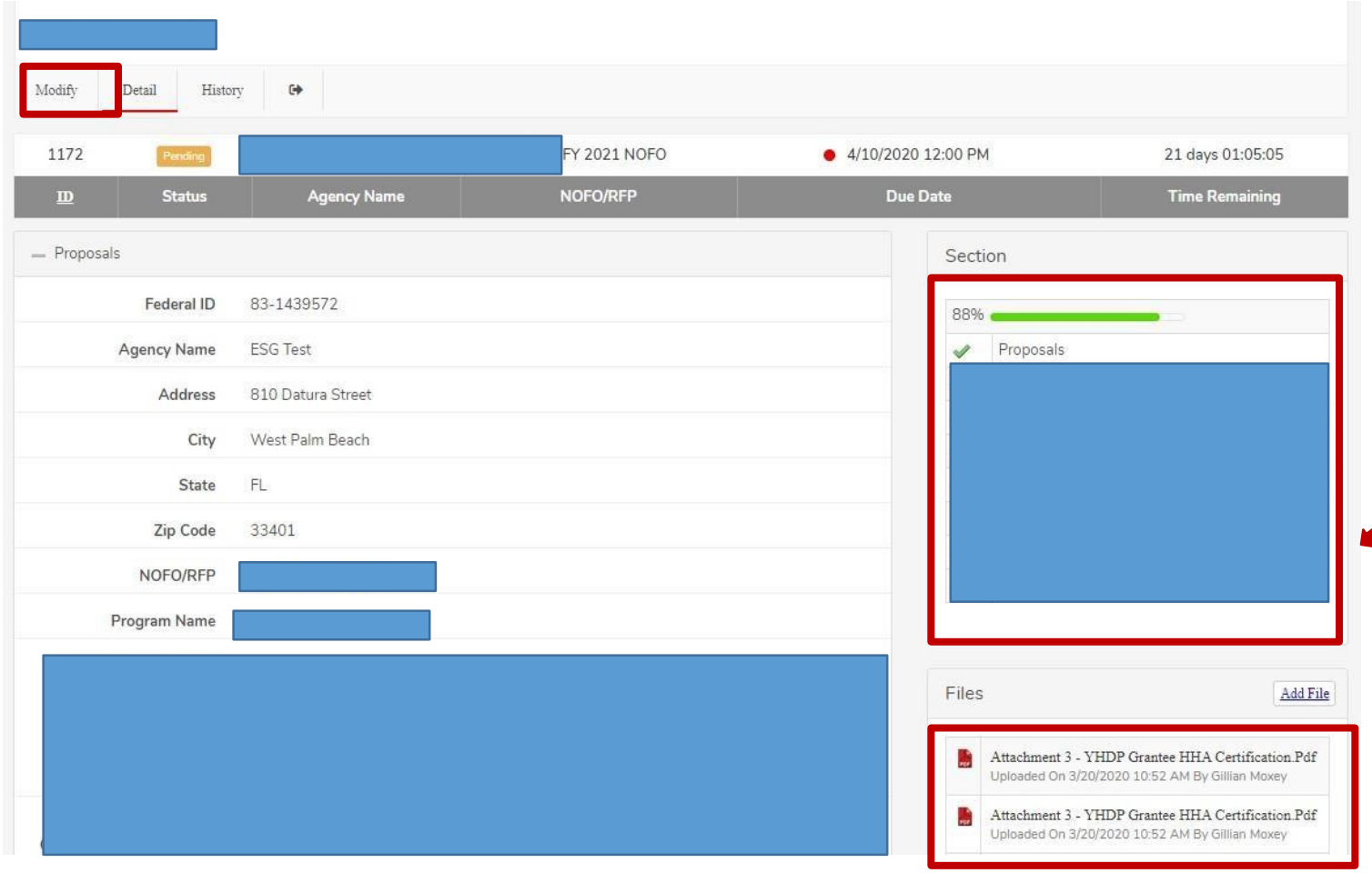
If you forget to mark a section completed, you will have the opportunity to return to the application by clicking the "Modify" button, then press "Next" until you reach the section you need to mark completed. Click on the "Save and Continue Later" button to return to the summary page.



Once you have pressed "Save and Continue Later," you will be taken to the summary page, which will show all the sections of the application, as well as the status panel and all the documents you have uploaded.

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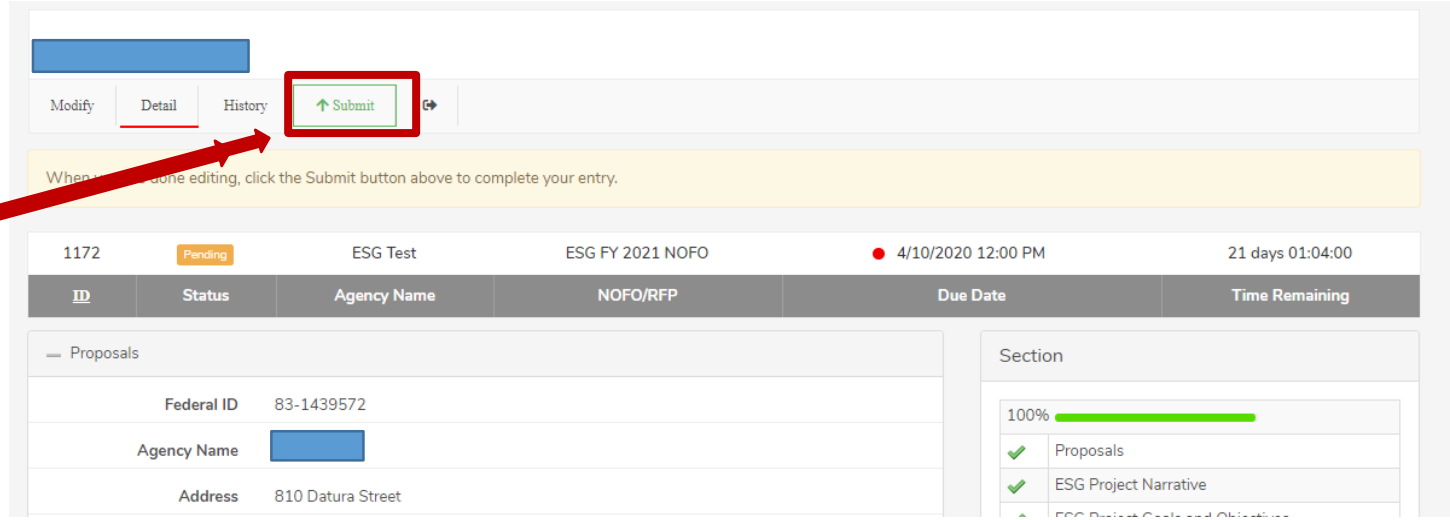
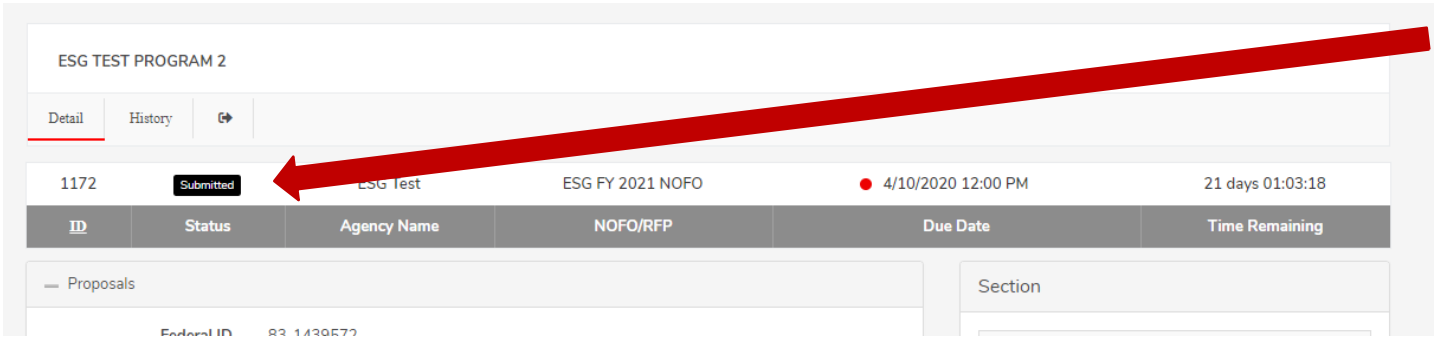
On the summary page, you will have one more opportunity to review your completed application before you submit. Click on the "Submit" button to submit your application.



Note: You cannot make changes to your application once you have submitted the application



When you have submitted your application, you will see a black "Submitted" box on the status bar.

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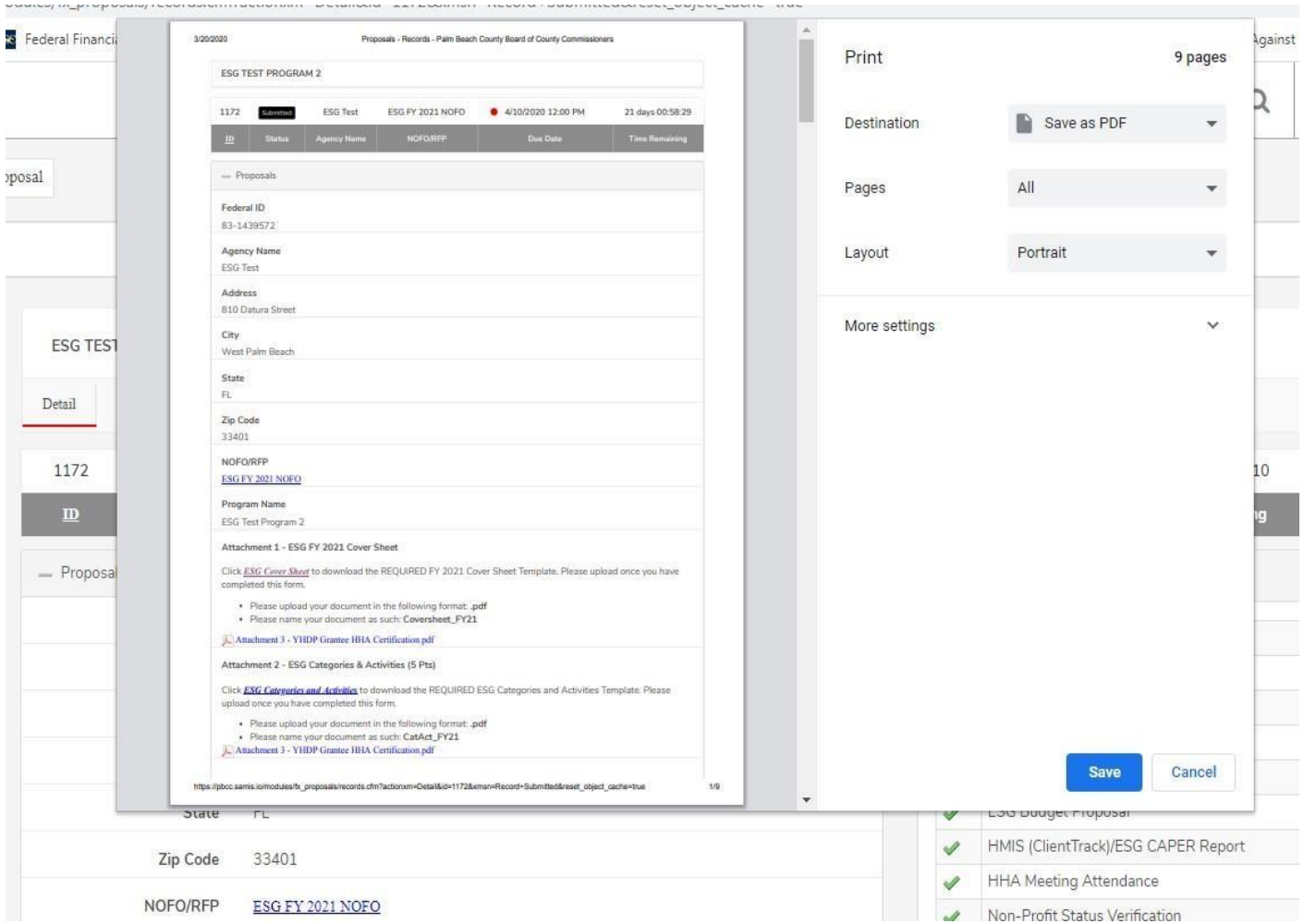

You can print your application for your record by clicking the right button on your computer's mouse

Completing the CoC Local Renewal and New Projects NOFO

Renewal Projects Application Password:
HSCA2023@

New Projects Application Password:
HSCA2023NEW@